

# **FOREIGN TRAVEL HANDBOOK**

**Prepared**

**by the**

**Science & Technology Base Programs Office (STB)**

**&**

**Travel Provider Services (BUS-1)**

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## **SECTION I**

### **INTRODUCTION**

#### **A. Foreign Travel at Los Alamos National Laboratory**

Foreign travel plays a significant role in achieving the Laboratory's overall programmatic and technical objectives. Participation in science and technology internationally is crucial to accomplishing the Laboratory's mission.

Los Alamos National Laboratory supports a core of professional staff that are responsible for assisting employees in their foreign travel arrangements and ensuring compliance with the policies of the Department of Energy (DOE) and the Laboratory.

The DOE Order 1500.3, "Foreign Travel Authorization," defines DOE policies and procedures governing the approval of foreign travel and applies in most respects to both DOE-funded and reimbursable programs. Moreover, this Order, as well as relevant parts of the Laboratory's contractual obligations as stated in the Prime Contract between the University of California (UC) and DOE, results in specific requirements, which are delineated in Section 800 of the Administrative Manual and Section 6 of the Office Procedures Manual. This handbook provides amplified information regarding foreign travel policies and procedures.

At Los Alamos, line and/or program management approves foreign travel and ensures that foreign trips are consistent with program objectives. The Laboratory Director or his/her designee is responsible for addressing policy-related issues, overseeing the Laboratory's foreign travel program, approving or disapproving foreign travel requests, and developing Laboratory-wide projections for future conference attendance. DOE uses these projections in setting overall quotas for major meetings. The Laboratory, in turn, uses the information to obtain DOE approval for a reasonable number of Laboratory employees to attend important meetings. Detailed guidance regarding projections and multiple attendees can be found in Section III, Part D of this handbook.

The foreign travel staff in the Special Projects Team, under the auspices of the Director of the Science and Technology Base Programs Office (STB/SP), serves as liaison between the Laboratory and DOE for foreign trip approvals. This team is also responsible for processing approvals within the Laboratory. The foreign travel team in the Business Operations Division (BUS-1) is responsible for processing expense reimbursements within the Laboratory. The Classification and Sensitive Information Group within the Facilities, Security and Safeguards Division, reviews

all travel to sensitive countries and travel involving discussion of sensitive topics. Detailed guidance regarding roles and responsibilities at various levels of Laboratory management can be found in Section III, Part B of this handbook.

## **B. Purpose and Scope of Handbook**

The purpose of the Foreign Travel Handbook is to provide travelers and line management with detailed guidance that will contribute to easing the process of the foreign travel request and approval. Hopefully, the handbook will answer many of the frequently asked questions about the request and approval process.

An attempt has been made at summarizing relevant DOE and Los Alamos foreign travel policies and procedures. However, the information contained in this handbook is subject to frequent revisions because of constantly changing DOE requirements and the complexity of the foreign travel process. We will therefore make an effort to update the handbook on a regular basis.

**Readers of this handbook are encouraged to consult the Glossary of Terms provided in Section XI whenever they come across unfamiliar terms or phrases related to the foreign travel process at the Laboratory.**

## **SECTION II**

### **OVERVIEW OF THE FOREIGN TRAVEL PROCESS**

Foreign travel plays a significant role in achieving the Laboratory's technical objectives. Modern science is global and, to be a first rate science institution, participation in science internationally is imperative. Further, foreign trips are also required to directly support objectives of applied programs. On the other hand, there is sensitivity related to government-sponsored foreign travel because of perceptions that abuses can occur. These perceptions as well as considerations such as cost consciousness and good management practice dictate that we use prudence and good judgment to keep the amount of foreign travel at the lowest level consistent with these considerations. These are the basic reasons why DOE has established individual personnel quota limits for participation in conferences held outside the United States (except for Canada and Mexico). The Laboratory compiles Laboratory-wide projections for attendance at foreign conferences in order to respond to DOE requirements and to establish Laboratory priorities.

Laboratory management should approve foreign travel only when several criteria are met. These criteria focus on programmatic benefits and financial prudence, security related concerns and risks to travelers, and the overall perception of the trip. All foreign travel must also be consistent with the DOE Foreign Travel Order 1500.3.

Requests for DOE-funded foreign travel approval must be submitted on DOE Form 1512.1. Reimbursable-funded foreign travel must be submitted on LANL Form 1696. The traveler's team/group office is responsible for completing Forms 1512.1 or 1696, the Cost Estimate Form 1665, and any supplemental justification information which may be required by certain DOE program offices.

Because DOE policy requires submission to DOE Headquarters 30 days prior to the departure travel date, the "foreign travel package" should be submitted to the BUS-1 Foreign Travel Office 45 days (60 days for sensitive travel; see Glossary of Terms for definition) before the trip begins.

The Department of State (DOS) often requires formal cable notification to the Embassy, Consulate, or Mission for all official travel by Laboratory employees, especially for, but not limited to, trips involving policy matters with foreign governments. Lack of sufficient time for this notification can jeopardize travel approval.

Within 15 days of returning from foreign travel, employees must submit a signed Travel Expense Worksheet (LANL Form 1127). Employees must provide the

actual itinerary, official business days and times, and a statement of all the expenses incurred by the traveler as well as original receipts for the traveler's expenses to the Travel Team for claim processing and reimbursement. Claims are audited and processed in accordance with Laboratory policy, usually within two weeks of when they are received by Travel. Incomplete Travel Expense Worksheets or missing receipts could delay full reimbursement for the trip.

Unless otherwise advised by DOE, all Laboratory travelers who have gone on foreign travel, whether DOE-funded or reimbursable-funded travel, must prepare a foreign travel trip report for the Laboratory and DOE review. This report includes a summary of the purpose of the trip and its relationship to DOE programs while providing comprehensive information regarding the conclusions, findings, and recommendations for future activities. The Foreign Travel Trip Report Submittal Form (LANL Form 1161), serves as the "cover memo" for most trip reports.

Because DOE requires that trip reports should be received no later than 30 days after employees return from foreign travel, travelers should plan on submitting their foreign travel trip reports to the Classification and Sensitive Information Group (FSS-16). For Joint Working Group (JOWOG) trip reports, travelers should send trip reports to the Dynamic Experimentation Division (DX-DO) within 25 days of their return from travel.

**Samples of all of the forms mentioned in this section can be found in Section X of this handbook, with detailed guidance available in Sections III, IV, and V, VI, and VII.**



## SECTION III

### FOREIGN TRAVEL POLICIES AND PROCEDURES

#### A. Justification of Foreign Travel

All foreign travel must be justifiable in accordance with the programmatic and scientific objectives of the Laboratory and DOE. Laboratory employees and management must use good judgment in determining which requests for foreign travel will derive the maximum benefits for the Laboratory and DOE, especially given the limited funding available. Foreign travel generally should serve one or more of the following purposes:

- **Directed Travel**

Department of Energy directed travel is required to fulfill program objectives. The work is funded and must be done at a remote site.

- **Collaborative Research**

This includes participation with foreign collaborators in project definition, apportionment of projects and task coordination.

- **International Committees**

The activities of the committee must be appropriate to warrant our commitment.

- **International Scientific Meeting**

In these cases, we must be able to delineate the kind of knowledge we expect to gain. It must be justified by ongoing programs or known efforts to establish programs. The number of attendees should be appropriate to both the program and the significance of the occasion.

- **Lecture Series**

Participation in this type of activity should only be approved if substantial credit can accrue to the Laboratory in ways that justify the travel and salary costs.

- **Information Gathering or Learning Trip**

In these cases, we must justify the need to obtain scientific and technical information or know-how from abroad.

## **1. Criteria to Consider**

Because Groups and Divisions are in the best position to judge the technical and programmatic merit of any proposed travel, they should critically review requests submitted to them. The following criteria should be considered when reviewing requests for foreign travel approval.

- The value of the trip to the programs of the Laboratory and DOE must be demonstrated in definite terms.
- The traveler must be able to show that his/her presence provides a very definite contribution to the task or subject of the meeting.
- Ask, "Is this trip really necessary?" "Are there more pressing matters which need to be accomplished by the traveler at the Laboratory?" "Can other Laboratory attendees reasonably fulfill the mission?"

## **2. Cases Where Stronger Justification Is Required**

The following special circumstances require that an extremely strong justification be included in the foreign travel:

- Travelers who are not full-time, regular employees (e.g., post-doctoral fellows, graduate research assistants, undergraduate students, consultants, contractors, Laboratory associates, etc.).
- A late request (when foreign travel package is submitted to BUS-1 less than 45 days prior to departure for non-sensitive travel or less than 60 days prior to travel for sensitive travel). Detailed guidance regarding late requests can be found in Section IV, Part E of this handbook.
- Proposed travel to a foreign national's home country. The programmatic justification for travel must be particularly strong because of the possible appearance of inappropriate travel. For this reason, travel to a foreign national's home country during holidays should be particularly avoided.
- A travel period greater than 30 days.
- As a general guideline, unless there are special justifiable programmatic needs, no more than three Laboratory employees should attend a conference. The

number of employees attending the same meeting should be kept to the minimum required to meet the programmatic objectives effectively. When three or more individuals are involved, individual justifications for each traveler must be included in the foreign travel package. Justifications must detail the person's expertise and contribution while on foreign travel. Detailed guidance on multiple attendees and travel projections is provided in Section III, Part D of this handbook.

- Internally funded programs, such as indirect and recharge, require additional justifications explaining why the travel is being funded with indirect or recharge dollars.
- In the case of LDRD, the principal investigator of the LDRD project used to fund the traveler's salary and travel expenses must write a detailed justification explaining the benefit to the LDRD project.

## **B. Roles and Responsibilities**

All levels of Laboratory management are responsible for ensuring compliance with the DOE Order 1500.3, "Foreign Travel Authorization" and with Laboratory policies and procedures regarding foreign travel. The Laboratory's travel practices can come under close scrutiny by DOE and UC auditors. Managers have the responsibility to ensure that foreign travel requests are well justified from a technical and programmatic viewpoint. Laboratory managers can be asked to provide specific justification for each trip.

When a manager signs a travel request, his or her signature means that the manager:

- Personally approves the trip and related arrangements, including appropriate program charges and any vacation leave to be taken by the traveler;
- Has determined that the trip is appropriate and necessary for official business reasons; and
- Has determined that the trip is consistent with Laboratory policy.

### **1. The Division or Program Director**

**NOTE:** In case of travel by personnel within Program or Director's staff offices, the appropriate manager assumes the responsibility of Division Director.)

The Division/Program Director has the financial responsibility for the trip and ensures that the travel is consistent with individual programmatic direction.

The Division/Program Director:

- Determines the legitimacy of the trip with regard to its consistency with program objectives;
- Ensures that costs are appropriately charged to the program(s) which will benefit from the trip;
- Assures the suitability and availability of funds and authorizes the spending of program monies;
- Develops reasonable projections within the Division for multiple attendees at conferences and forwards justification for multiple attendees when required; and
- Is prudent in determining the minimum number of travelers needed to meet mission objectives.

## **2. The Laboratory Director or His/Her Designee**

The Laboratory Director or the Director's designee ensures that the travel is in accordance with the overall programmatic policies, procedures, strategic direction and mission of the Laboratory.

The Director's designee:

- Coordinates and oversees Laboratory-wide conference projections and establishes conference quotas using program management and Division input (see Section III, Part D for detailed guidance);
- Reviews and approves or disapproves all foreign travel trip requests and performs a quality assurance and general oversight function;
- Represents the Laboratory in discussions with DOE headquarters and program offices on policy-related issues;
- Responds to questions from travelers on foreign travel projections, quotas, and policy-related issues;
- Provides guidance regarding interpretation of and compliance with Laboratory policy and the DOE Order 1500.3;

- Responds to travelers questions regarding approval of travel, the request for foreign travel, and general procedures;
- Understands and helps to ensure compliance with DOE Order 1500.3 requirements and UC and Laboratory policies and procedures as they pertain to foreign travel;
- Responsible for the foreign travel package from the initial routing for approvals and for sending out approval notifications;
- Reviews the foreign travel request package for completeness before routing it within the Laboratory for approvals and entering it on the DOE Foreign Travel Management System (FTMS) for DOE review. (Additional guidance regarding the foreign travel package can be found in Section IV and information regarding routing of the package is provided in Section V); and
- Interfaces with the DOE Policy Office on travel advisories.

### **3. The Business Operations Division – Travel Team (BUS-1)**

The Travel Team within the Business Operations Division is responsible for understanding and helping to ensure compliance with DOE Order 1500.3 requirements and UC and Laboratory policies and procedures as they pertain to foreign travel. The Travel Team is responsible for providing cost estimates and for final claim processing. At the same time, the Travel Team must ensure adequate internal financial controls in order to mitigate audit criticism.

The Travel Team's responsibilities include

- Making travel arrangements and establishing maximum reimbursements;
- Developing, implementing, and maintaining foreign travel reimbursement policies and procedures;
- Responding to travelers questions regarding reimbursement;
- Processing visa applications for official foreign travel; and
- Auditing and processing expense reimbursement.

### **4. Facilities, Security and Safeguards Division**

The Classification and Sensitive Information Group within the Facilities, Security and Safeguards Division provides classification and sensitive information review

and distributes foreign travel trip reports (except Joint Working Group/JOWOG trip reports which are distributed by the traveler) in accordance with DOE guidelines.

The Classification and Sensitive Information Group:

- Reviews foreign travel trip reports for classification;
- Makes distribution of trip reports to DOE program offices and informs the Travel Team of receipt; and
- Responds to questions on foreign travel trip reports.

Detailed guidance regarding foreign travel trip reports is provided in Section VII, Part A of this handbook.

**NOTE: The Dynamic Experimentation Division develops procedures for the distribution of Joint Working Group (JOWOG) trip reports for visits to the United Kingdom (UK) under the US/UK Mutual Defense Agreement to the Joint Atomic Information Exchange Group (JAIEG) and DOE. Detailed guidance is provided in Section VII, Part B.**

## **C. Types of Funding For Foreign Travel**

Laboratory programs are funded through several sources. These include direct funds from DOE, reimbursable funds from other federal and private agencies, and institutional funds like the Laboratory-Directed Research and Development (LDRD), indirect, and recharge funds. The general policies and procedures established by DOE and Los Alamos which govern these funds for foreign travel are essentially the same. The following material discusses these general guidelines by funding categories.

**NOTE: Travel expenses for foreign travel are not supported for Professional and Teaching Leave (PR & TL).**

**Management funds (XD\*\* or XG\*\* program codes) are not appropriate sources for the funding of foreign travel costs.**

### **1. Foreign Travel Funded by DOE (or Related to DOE Programs)**

The DOE uses the following general guidelines to review foreign trips:

- Foreign travel must be conducted in the most cost-effective manner possible.
- Foreign travel must be undertaken only if it is essential to meeting DOE program objectives.
- The number of travelers going on foreign travel must be kept to the absolute minimum that is necessary for meeting program objectives.
- Foreign travel must be scheduled and the approval process completed in a timely manner in order to minimize unnecessary but costly crisis activity (for example, the type of activity caused by late requests) and allow use of the least expensive airfares).

## **2. Foreign Travel funded by Reimbursable Programs**

Foreign travel funded by reimbursable programs is governed by the **same guidelines** and must meet the same standards as DOE-funded foreign travel. The only difference is that foreign travel which is fully funded by reimbursable programs (also known as work-for-others) is usually not submitted to DOE on the FTMS. However, if the travel is related to on-going or planned DOE programs, then the request is submitted to DOE even though there is no cost to DOE.

Foreign travel that is not fully funded by reimbursable programs (either the travel expenses or salary are funded by DOE) is subject to the same guidelines as DOE-funded foreign travel.

Requests for foreign travel funded by reimbursable programs (and not related to ongoing or planned DOE programs) should be submitted to the Travel Team no less than 14 days before departure for non-sensitive travel and 28 days before departure for sensitive travel (a list of sensitive countries and sensitive topics can be found in Section X of this handbook).

Foreign travel fully funded by reimbursable programs and not related to DOE programs is defined as “unofficial DOE travel.” This means that both the traveler's salary and the travel costs are fully supported by reimbursable programs.

## **3. Foreign Travel Funded by Institutional Programs**

All internally funded programs, such as indirect, recharge, and LDRD, involve some DOE funds and are processed as DOE directly funded programs. Foreign trips which are funded partially by DOE require its approval.

If foreign travel expenses are incurred that are required for an LDRD project, not only the actual trip expenses but also the traveler's time is charged to the LDRD

program code. DOE requires this accounting to comply with restrictions specifying that funds for LDRD projects not be commingled with funds from other Laboratory programs. However, if a traveler has been invited by another institution that offers to share costs, this restriction on commingling funds does not apply, and the travel expenses may be shared.

#### **4. Honoraria**

Honoraria are payments offered to Laboratory employees by other organizations and are limited to

- stipends,
- funds,
- airline tickets,
- lodging costs, and
- per diem.

No other payments qualify as honoraria. The following are Laboratory policies governing honoraria:

- Only lectures, seminars, speeches, and participation on external advisory committees qualify as activities for which Laboratory employees can receive honoraria. Such activities can be performed not only for organizations within but also outside the United States. All other one-time, short-term activities that are reimbursed and/or funded by outside sources are considered "budgeted collections" and must follow the Laboratory budgeted collections policy discussed in Part C.5 below.
- Travelers must specify the amount of the expected honorarium at the time they fill in the Request for Approval of Foreign Travel (DOE Form 1512.1) so that the Travel Team can deduct that amount from the cost estimate submitted to DOE. Detailed guidance regarding the cost estimate is provided in Section IV, Part C.
- If employees use travel time for the trip, they must turn in the honorarium check to the University of California. Travelers should always request a check made payable to the University of California. However, should the host organization make the honorarium check directly payable to the Laboratory employee, after returning to Los Alamos, the employee must submit the following:
  - a certified statement from the host organization that specifies the total amount of the remuneration received by the employee and



- a personal check for the same amount made payable to the University of California. For honoraria received in foreign currency, the conversion rate at the time of remuneration will apply.
- If Laboratory employees have been invited by a host organization to perform an activity for which they will receive an honorarium, they can submit a Travel Request for attendance and insurance only.

## **5. Budgeted Collections**

Budgeted collections are provided by non-Laboratory sponsors to individual recipients in order to offset travel, effort, or other expenses. Budgeted collections apply to consulting, collaboration, and external awards. Although the following information deals specifically with budgeted collections to offset travel, detailed guidance regarding the overall budgeted collections policy is available in the Administrative Manual (AM) Section 631.

Budgeted collections are payments such as:

- grants,
- prizes, or
- other forms of compensation.

Budgeted collections may be accepted provided that they

- were taken into consideration during the Laboratory budget submission;
- fund short-term activities;
- are for small dollar amounts (typically less than \$15,000); and
- do not cover the entire cost of the activity.

The type and estimated amount of remuneration for travel expenses must be indicated on the TR (Laboratory Form 841) and the Travel Expense Worksheet (Laboratory Form 1127). Employees must also fill in a Budgeted Collections Form that notifies the Director of Business Operations of the requested travel. (A sample budgeted collection form is included in Section X; detailed guidance regarding the TR and the DOE Form 1512.1 can be found in Section IV, Parts A and B.).

Specific information that must be sent to the Director of Business Operations, includes

- sponsor's name;
- amount of money involved;
- type of sponsored activity and any conditions of the assistance;
- recipient's name;

- related Laboratory ongoing program; and
- a statement that the assistance was taken into consideration during Laboratory budget submission.

The Division Director of Business Operations reviews the notification for compliance with specific criteria (see Section 631.15 of the Administrative Manual) and then informs the Travel Team of approval or disapproval for budgeted collections involving travel.

The recipient may receive the budgeted collection before performing the activity or as reimbursement for costs incurred. Financial assistance received as a check made payable to the University of California must be turned over to the Business Operations Division (or to the Travel Team for travel-related reimbursements). Financial assistance received as cash or a check made payable to the employee must be accompanied by a certification signed by the sponsor.

Budgeted collections should not be confused with honoraria. See the detailed discussion on honoraria provided in Item 4 of this section.

**NOTE: While on vacation status, foreign travel funded by outside organizations requires that a Laboratory Form 701, (Outside Activity Permission Request Form) be completed. Detailed guidance regarding Outside Employment is available in the Administrative Manual, Section 716.**

#### **D. Foreign Travel Projections (Multiple Attendees)**

It is Laboratory and DOE policy to keep the number of employees attending the same meeting to the minimum that will ensure the desired benefits for the Laboratory's technical and scientific programs. In order to allow attendance decisions on the basis of technical or programmatic merit, rather than a first-come, first-served basis, projections are used to foresee possible problems.

General quota levels are set by both the Laboratory and the DOE in order to ensure that sufficient review and justification are made beyond such thresholds. In order to establish these quotas, it is necessary to have reasonable projections from all organizations before a comprehensive Laboratory plan can be developed for meetings which might require review.

The general guidelines for multiple attendance projections include

- Two or three maximum from a Division;

- Five or six total Laboratory participants for an important conference that has very direct applicability to the Laboratory's programmatic activities; because
- The DOE considers 10 or more DOE-wide attendees as a major conference. This requires DOE Assistant Secretary review and approval for all requests submitted.

Several DOE program offices, such as High-Energy Physics (ER-KA) and Nuclear Physics (ER-KB), require quarterly projections of planned conference attendance for the following 12 months. Environmental Restoration and Waste Management (EW) requires annual projections of all foreign travel, including conference and non-conference attendance.

The Director or his/her designee or an appropriate Program Director sends projection forms to the appropriate divisions on an as-needed time schedule.

## **SECTION IV**

### **THE FOREIGN TRAVEL PACKAGE**

The package for foreign travel request must include

- the DOE Form 1512.1;
- the Cost Estimate Form (not a stock item);
- special justifications (see Section III, Part A.2 for detailed guidance);
- any supplemental information required by the appropriate DOE program office; and
- a justification for late submission (if applicable).

This section includes detailed guidance regarding the preparation of the foreign travel package. Foreign travel approvals and routings are discussed in Section V. Samples of all forms are provided in Section X.

Laboratory travelers must make early plans for foreign travel in order to be able to comply with DOE and Los Alamos policies for approval. In general, the package for foreign travel request must be submitted to the Foreign Travel Section of the Travel Team with a 45- or 60- calendar-day lead time, for non-sensitive and sensitive travel, respectively, in order to meet the 30- or 45-calendar-day deadline for DOE processing of requests. Requests for foreign travel funded by reimbursable programs should be submitted to Travel no less than 14 days before departure for non-sensitive travel (28 days for sensitive travel). Detailed guidance regarding foreign travel funded by reimbursable programs is available in Section III, Part C.2 of this handbook. Definitions of sensitive and non-sensitive travel can be found in the Glossary of Terms, Section XI. A list of sensitive countries and sensitive topics is available in Section X.

#### **A. The Travel Request (The TR, Laboratory Form 841)**

The TR is prepared by the traveler for all travel, and it includes the Group Leader's recommendation for the trip as well as the Division Director's approval of the trip. A sample TR is provided in Section X.

- An amended TR must be submitted for changes made to the original TR, and it must be reapproved by the Division Director. Detailed guidance is provided in Section IV, Part B.6.
- If the traveler receives remuneration in the form of honorarium or budgeted collections, the amount to be received must be indicated on the

TR and the DOE Form 1512.1. Detailed guidance is provided in Section III, Parts C.4 and C.5.

**B. Request for Approval of Foreign Travel (DOE Form 1512.1)** (This form is an on-line form available in Netscape Jet Form Filler).

The Request for Approval of Foreign Travel (DOE Form 1512.1) is prepared by the traveler's group office. From the group office, Form 1512.1 is routed to the Division/Program Director and to the traveler's budget analyst to be approved and signed. (The Division/Program Director will sign under Section III, Supervisor's Signature.) The form 1512.1 is then included in the travel request package, which is subsequently transmitted to the Foreign Travel Section of the Travel Team (BUS-1).

When filling in Form 1512.1, the group office and the traveler must observe the instructions provided by DOE. A sample Form 1512.1 is included in Section X. Some important instructions are included between parentheses under various items on the form.

**EXCEPTION: When travel is under the auspices of the Nuclear Regulatory Commission (NRC), no DOE Form 1512.1 is required. Instead, travel for the NRC involves a special NRC Form 445 (a sample of this form can be found in Section X ). This form should be filled in and submitted to the Foreign Travel Section of the Travel Team 60 days before the scheduled departure.**

### **1. Instructions for Preparing the Form 1512.1**

The DOE Form 1512.1 is self explanatory and includes instructions. Particular attention should be paid to Items 23, 24, and 34 on Form 1512.1 regarding the subject matter to be discussed, the purpose of the trip, and the benefit to the Laboratory and DOE. Accurate and complete information provided there can make the difference between the approval and disapproval of the request for foreign travel.

If the primary purpose of the travel in Item 19 of the 1512.1 is for conference attendance, then Item 24 should specifically include the conference name. A "yes" or "no" response is not adequate in this case. An appropriate response to Item 23 of the 1512.1 (subject matter to be discussed) would be, "Present invited talk titled 'Pressure Studies of 4f and 5f Intermetallics with Strong Electronic Correlations.'" A poor explanation would be, "Attend a management meeting." A good response regarding the value of the trip to the Laboratory and DOE (item 34, benefit to

government) might be, "The invited talk is from research supported by DOE/BES." A poor response might be, "Will promote international collaboration."

Detailed information regarding an international meeting to be attended and the programmatic benefits to be derived by DOE and the Laboratory from Los Alamos participation **must** be provided on Form 1512.1, under Items 23 and 34 as well. Travelers should explain why the requested travel is uniquely relevant to the Laboratory program and describe the impact a rejection of the request might have on the Laboratory program. The justification will also be scrutinized at higher levels of Laboratory management and throughout the DOE chain of approval.

Conference information must accompany the 1512.1. The information must include a conference agenda, invitation request, if applicable, and if the traveler is presenting a talk, a copy of the abstract is required.

Use the space provided under Item 35 on the same form to note special circumstances, extensions, or the fact that trip reports are not required (should that be the case).

**NOTE: It is important that each day between the flight departure date and the flight return date be accounted for on Form 1512.1. This includes travel days, vacation days, personal days, and official business days.**

## **2. Primary Topic Codes**

A computer-generated list of primary topic codes is provided in Section X. This information will be required under Item 18 on Form 1512.1.

## **3. Primary Purpose Codes**

A computer-generated list of primary purpose codes is provided in Section X. This information will be required under Item 19 on Form 1512.1.

## **4. List of Sensitive Countries**

A copy of the latest DOE list of sensitive countries is included in Section X.

## **5. List of Sensitive Topics**

A copy of the DOE list of sensitive topics is included in Section X.

## **6. Changes to Information Originally Submitted on DOE Form 1512.1**

If travelers find it necessary to make changes to the information they have originally submitted on Form 1512.1, they should make such changes as early as possible, but definitely before the scheduled departure. However, the changes will be treated differently depending on whether they are major or minor revisions as described below.

#### **a. Minor Revisions**

In case of minor revisions, travelers need to contact the Foreign Travel Section of the Travel Team. Minor revisions can often be handled over the phone. They include

- Deletion of one city on the itinerary (when not required for the primary purpose);
- Travel cost increase of less than 25 percent; or
- Change in the departure date of less than 30 days.

#### **b. Major Revisions**

A revised DOE Form 1512.1 must be submitted to all reviewing and approving authorities for any major revision for both DOE-funded and reimbursable funded travel. Because any such changes have to be reviewed by the Travel Team and approved by the Division/Program Director, delays in submitting them may jeopardize prior approvals. In effect, the entire travel approval process begins all over again, and the previous travel request may be cancelled.

The following constitute major revisions:

- Addition of leave of absence or vacation time to the originally submitted request;
- Addition or deletion of attendance or participation at an international conference;
- An increase of 25 percent or more in the travel cost originally submitted to DOE on the official Cost Estimate Form (see Part C of this section for detailed guidance regarding the Cost Estimate);
- Addition or deletion of one or more countries;

- Addition of at least one city that is not a required stopover or directly related to the previously submitted itinerary;
- Substitution of the original traveler with another person; or
- Change in departure date of 30 days or more.

Travelers are strongly discouraged from making major revisions to their travel plans once they are on travel. However, if travelers must make a major revision because they consider it is necessary, upon their return, they will have to request approval for the change. If DOE disapproves the revised request, travelers may incur out-of-pocket expenses for the trip and may be put on vacation status for the days during which the unapproved change occurred.

## **7. Addendum to Form 1512.1**

The DP-20 Defense Programs Office at DOE considers that the information provided on Form 1512.1 is insufficient for a decision on the travel request. Therefore, that office requires an addendum to Form 1512.1. In the absence of the addendum, the DP Office will not consider the request. Only DP-20 related travel (budget and reporting code DP-01; see Item 8 below) requires this addendum.

The addendum should include

- Purpose of travel, including background information, technical specifics objectives, and points of contact.
- Justification for travel, including benefit to be derived by the government and more specifically by the Department of Energy, DP-20 programs. Are there any Department of Energy or Laboratory obligations to be fulfilled?
- The specific nature and the security classification of information to be disclosed, if appropriate, including titles of papers to be presented, nature of information to be exchanged at each of the places to be visited, and conferences to be attended and the specific relation to the traveler's work or institutional interests.
- The dollar amount of the travel cost being paid for by Defense Programs and the dollar amount, if any, being paid by a foreign entity.

If the travel is to one or more conferences, please attach:

- Conference announcement or letter of invitation or both (mandatory);



- Abstract of paper(s) to be given (if available);
- Agenda for conference (if available); and
- Names of other participants (if known). Justification of multiple attendees should be included if pertinent.

Environmental Restoration and Waste Management (EW) program offices also require a faxed addendum called "Response to 10-Point Criteria for EM Foreign Travel" in addition to the 1512.1. A sample of the 10-Point Criteria is provided in Section X of this handbook.

## **8. Budget and Reporting (B&R) Codes**

Careful consideration should be given to the proper assignment of program codes for both salary and travel costs. Program codes are correlated with the budget and reporting (B&R) codes, and the assigned B&R codes determine routing to the appropriate DOE program offices that will review the travel request and then decide whether to approve it. The DOE contact name, when known (Item 32 on the DOE Form 1512.1), should be consistent with the B&R code used. Inappropriate charges can have serious consequences.

**NOTE: When DOE rejects a request, costs cannot be shifted to a reimbursable program without DOE's approval.**

### **a. Determining Appropriate B&R Codes**

B&R codes are directly related to the DOE program office that is being charged to fund the travel.

- If the trip is funded by DOE program offices, the B&R code is found in the Financial Management Information System (FMIS). Much of that information is given in the next section of this handbook.
- If the trip is funded by an indirect or recharge program, select the B&R code by determining the most logical program office that would understand the technical nature of the trip and the appropriateness of the request.
- If the trip is funded by Laboratory-Directed Research and Development (LDRD), Items 31 and 36 on Form 1512.1 will designate that routing is to DP-4 (Office of Deputy Science Technology Adviser to the Assistant Secretary for Defense Programs) for review.

**NOTE: The B&R codes found in the FMIS for indirect or support programs are only for internal Laboratory purposes; they do not provide the correct DOE program office routing.**

## **b. B&R Codes and DOE Program Office Specific Requirements**

The Budget and Reporting (B&R) codes which follow, also provide valuable information regarding specific DOE program requirements for foreign travel request and approval.

<b>B&amp;R Codes</b>	<b>DOE Program Office and Specific Requirements</b>
GC-01, GD-03, GD-06, GJ-	Arms Control and Non-proliferation (AP) Submit any additional justification (memos, copies of invitations, agendas, etc.) that would be helpful in getting the request approved.
AK-, AM-, EC-, ED-, EE-	Conservation and Renewable Energy (CE) Requires 60-day lead time. Requests are reviewed carefully, and disapprovals are not unusual. The justification must be thorough.
DP-	Defense Programs (DP) For B&R code DP-01, an addendum has to be faxed to Program Office. (See Section IV, Part B.7 for details of the addendum.) However, for JOWOG meetings, no addendum needs to be submitted (see Part D of this section for detailed guidance on JOWOG travel). Other B&R codes from the DP Office do not require an additional justification.
HA-01	Environment, Safety, and Health (EH)
PE-	Policy, Planning, and Analysis (EP)
KA-, KB-, KC-, KP-, AT-, SP	Energy Research (ER) ER program offices require complete justification information on the Form 1512.1. This means that Items 23 and 34 must provide very detailed supporting information to justify the travel.

EW-	<p>Environmental Restoration and Waste Management (EW) Apart from the information on the FTMS, EW program offices require a faxed "Response to 10-Point Criteria for EM Foreign Travel". (See sample in Section X of the handbook.) The name and organization of a contact at DOE Headquarters must be listed under Item 32 on the DOE Form 1512.1. All foreign travel must be projected on the Annual Foreign Travel Plan of EW program offices. Any travel not included in this projection will be treated as an exception, and approval is not likely.</p>
AC-, AA-	<p>Fossil Energy (FE)</p>
GC-03	<p>Intelligence (IL) The name and organization of a contact at DOE Headquarters must be listed under Item 32 on Form 1512.1.</p>
CD-, AF-, KK-	<p>Nuclear Energy (NE) NE program offices require complete justification information on the Form 1512.1. This means that items 23 and 34 must provide very detailed supporting information to justify the travel.</p>
NP-	<p>New Production Reactors (NP)</p>
DB-01	<p>Civilian Radioactive Waste Management (RW) RW program offices require the following items to be submitted, together with Form 1512.1, for approval of a foreign travel request: (a) one copy of the trip report for the employee's previous foreign travel if that travel was funded by RW; (b) answers to the nine criteria for foreign travel issued by DOE (see a sample form in Section X of the handbook); and (c) an approval from the DOE/NV (Nevada) Office. (The Travel Team obtains this approval.)</p>
GD-04	<p>Security Affairs (SE)</p>
KS-	<p>Superconducting Super Collider Project Office (SO) Submit any additional justification (memos, copies of invitations, agendas, etc.) that would be helpful in getting the request approved.</p>

*LDRD	<p>Laboratory-Directed Research and Development (LDRD) All LDRD-funded foreign travel is routed to DP-4 for review. Any additional justification (memos, copies of invitations, agendas, etc.), which is deemed helpful in getting the request approved, should be submitted.</p> <p>*LDRD is not an official B&amp;R code, but a special designator for routing the travel request to the DOE program office. LDRD cannot co-mingle funds and a justification from the PI is necessary.</p>
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**NOTE: All DOE Program Offices require additional justification if the trip is submitted to the Travel Team with less than a 45-day (60-day for sensitive travel) lead time. See Section IV, Part E for detailed information.**

### **C. The Cost Estimate Form (available on-line)**

The Cost Estimate Form, which is part of the travel request package, determines the internal distribution of the costs associated with the trip. A sample form is provided in Section X. Travelers must provide the program code for salary and travel costs. Remember that the Los Alamos program code (reimbursable work Form B codes for both salary and travel costs) must be consistent with the DOE B&R code shown on Form 1512.1.

#### **1. Guidelines for Preparing the Cost Estimate Form**

Travelers must fill out only the top and left-hand portions of the Cost Estimate Form. The right side of the form will be completed by Travel, indicating the maximum allowable expenses for airfare (see this section, Item 2 for detailed information regarding the quote for foreign travel airfare), lodging, meals, and incidentals as permitted by Laboratory and DOE policy.

- Indicate whether the ticket will be purchased through the Laboratory Travel Team or an outside travel agency. In either case, a quote for foreign travel airfare must be prepared by Travel (see Part C.2 of this section for detailed information).
- Normally, a maximum of three days is reimbursable before the date of actual official business. They are one day en route, the arrival day, and one jet-lag day (if flight at the first point of business is after 12:00 noon local time. If the

traveler takes vacation or personal time before the actual official business date, the traveler is NOT eligible for a jet-lag day.

- Remuneration is permitted for honorarium and budgeted collections only. (See Section III, Parts C.4 and C.5). Specify the type of activity for which you will receive remuneration.
- Estimate other allowable costs.
- Sign and date the form.
- Submit the Cost Estimate Form with the package for foreign travel request to the Foreign Travel Section of Travel.

## **2. Quote for Foreign Travel Airfare**

Upon receipt of the package for foreign travel request, the Travel Team will prepare an airfare quote based on the official business dates and locations submitted on the TR. (See the sample memo included in Section X.)

The Foreign Travel Fare Quote memo will be sent to the traveler in order to

- quote the maximum amount of the reimbursement for the airfare; and
- advise travelers of the last date to ticket for the fare quoted and of any restrictions that might apply to the provided itinerary and fare quote.

Regardless of where the ticket will be purchased, a fare quote must be completed by the Travel Team prior to departure. The fare quote indicated in the memo is submitted as part of the total cost included in the Cost Estimate Form.

Before departure, travelers must advise the Travel Team of any changes in their itinerary. Travel will only reimburse the lesser of the following airfares:

- the least expensive airfare quoted by the Travel Team, or
- the actual airfare paid.

The Travel Team makes reservations on the basis of the information provided by the traveler in the TR (Laboratory Form 841). If personal travel and/or stopovers are requested, the fare quote will be based on the official business dates and cities. However, the itinerary attached to the memo will reflect the traveler's actual travel dates and itinerary.

Any difference between the cost of official Laboratory travel and the cost of the actual itinerary (a difference caused by personal travel) will be noted on the itinerary. **This amount must be paid by travelers before they receive their tickets.**

## **D. Joint Working Group (JOWOG) Travel**

All Joint Working Group (JOWOG) travel to the United Kingdom (UK) must be consistent with the DOE Order 1500.3. JOWOG travel observes the general procedures for foreign travel with a few additions and exceptions. Specific procedures for JOWOG travel are presented in the following sections.

### **1. Attendance**

Attendance at formal JOWOG meetings held in the UK will be limited to six Los Alamos representatives. The members of the group will be selected by the senior Los Alamos representative on a given JOWOG. Should the senior representative determine that the scope and nature of certain JOWOG meetings call for more than six participants from Los Alamos, he/she must write a letter of justification to the technical coordinator for the UK (contact the Dynamic Experimentation Division Office for further information). The letter of justification should state the names of the proposed participants as well as the specific reasons for proposing more than six participants.

### **2. JOWOG Travel Package**

In addition to submitting the paperwork normally required for foreign travel (namely, the TR, the DOE Form 1512.1, and the Cost Estimate Form), the traveler must also fill in the DOE Form 5631.20 (formerly DP277), Request for Visit Access Approval, and send it to the Classification and Sensitive Information Group. Samples of all forms are provided in Section X.

The British Embassy in Washington, DC, will advise JOWOG travelers (through the Dynamic Experimentation Division, MS P915) of the VISAM (Visit by American) number that has been assigned for the trip. All correspondence and forms should include the VISAM number and the corresponding JOWOG number for the program that sponsors the visit.

Before departure, travelers will receive a telex from the DOE Headquarters in Germantown advising them that the visit is authorized at the proper security level (usually "secret restricted data").

### **3. Guidelines for Answering JOWOG-Related Questions on DOE Form 1512.1**

General instructions for preparing the DOE Form 1512.1 were provided in Part B.1 of this section. However, if the travel is JOWOG related, there are several additional items to which you must pay particular attention. For example, mark Item 20 "Yes" and type "1000" as a code in the shaded box following "International Agreement?" and indicate "1958 US/UK Treaty for Cooperation" as the name. In Item 23, please include the VISAM number (if you do not have one, please contact Alita Roach at 5-6277). The UK Liaison requested in Item 32 is John J. Fogarty at DP-272.

#### **E. Late Submission of the Foreign Travel Package (see Section X for late memo)**

Late submission of the package for foreign travel request may jeopardize trip approval and should be avoided if possible. Such late requests should be made only if

- the sponsor's requirements make timely submission impossible, or
- the reason for the delay is completely out of the traveler's control.

Late travel requests should be accompanied by a strong and sufficient written justification for the lateness of the request that has been approved by the Group Leader and appropriate Division Director. Examples of sufficient justification are

- "As part of an international project to fabricate some apparatus, a manufacturing deficiency arose which required immediate travel by a U.S. official to the country where the manufacturer was located." OR
- "The scheduled attendee of an important meeting had to cancel out for good reasons shortly before the meeting, and the traveler is replacing him/her."

Justifications such as, "I didn't know the rules"; "the request got lost in the administrative office"; or "I just finalized my itinerary" are not sufficient to merit approval.

The Travel Team will fax this information to the DOE. Late requests should be avoided because they require high-level reviews and time-consuming efforts that are unnecessary if the request is submitted on time. When Department of State approval is required, sufficient time must be allowed (see Section V, Part E for detailed guidance regarding DOS/Embassy approval).

**To avoid submitting late requests to DOE, travelers can provide estimated trip departure and return dates; if these dates change by less than 30 days, travelers do not have to resubmit the request package for approval; however, they need to amend the originally submitted TR.**



## **SECTION V**

### **FOREIGN TRAVEL APPROVAL AND ROUTING**

Laboratory travelers must make early plans for foreign travel in order to be able to comply with DOE and Los Alamos policies for approval of foreign travel. Foreign travel will be approved only when the travel makes a strong and direct contribution to Laboratory programmatic efforts. Foreign travel should not be viewed as a perquisite or a reward for good performance. Instead, it must be justified by the programmatic and scientific needs of the Laboratory. Additional guidance regarding justification of foreign travel and criteria to consider when approving foreign travel was provided in Section III, Part A of this handbook.

#### **A. Routing of the Package for Foreign Travel Request**

Once completed, the package for foreign travel request (containing the DOE Form 1512.1, the Cost Estimate Form, any supplemental information required by the appropriate DOE program office, and a justification for late submission, if applicable) will follow the route described below. Currently, this package is physically routed within the Laboratory to all approvers; however, we are exploring the possibility of electronic submission and on-line approval of foreign travel in the future.

##### **1. Routing of the Foreign Travel Request within the Laboratory**

First, the appropriate Division/Program Director reviews and approves or disapproves the request.

Second, the appropriate Budget Analyst must sign the 1512.1.

Assuming the Division/Program Director has approved the travel request, the request package is then forwarded to the Travel Team in BUS-1.

Travel prepares official cost estimates. It then sends

- a copy of the official cost estimates to the traveler, usually within a week after having received the request package;
- a copy of the official cost estimate, to the cognizant Division/Program Director for information purposes;

- the original request package with a copy of the Cost Estimate to the Director or his/her designee for final Laboratory review and approval or disapproval;

After approving or rejecting the foreign travel request, the Director's designee enters the information provided on Form 1512.1 into the FTMS.

## **2. Foreign Travel Routing within the DOE**

Once the information from the DOE Form 1512.1 is entered into the FTMS:

- The FTMS routes the request to the DOE Los Alamos Area Office (DOE/LAAO) for approval or disapproval;
- The FTMS routes the request (providing supplemental information, if necessary) to the appropriate DOE Program Office for approval or disapproval;
- The DOE Program Office then routes the request to the DOE Office of Policy (PO);
- PO reviews the request, enters approval or disapproval into the FTMS, and routes the request to the appropriate Secretarial Officer;
- The Secretarial Officer gives final approval or disapproval of the request and routes it back to the Laboratory; and
- The traveler and secretary are notified by e-mail and fax of the decision regarding the request.

## **3. Foreign Travel Routing within the DOE for Sensitive Travel**

If travel is to a sensitive country or a sensitive topic is to be discussed, the routing within DOE is slightly different (A list of sensitive topics and sensitive countries is provided in Section X):

- The information provided on Form 1512.1 is entered into the FTMS;
- The FTMS routes the request to the DOE Local Area Office (DOE/LAAO) for approval or disapproval of the request;
- LANL Security Office enters its approval or disapproval of the travel into the FTMS;
- DOE/AL enters its approval or disapproval of the travel into the FTMS;

- The FTMS routes the request (providing supplemental information, as necessary) to the DOE program office for approval or disapproval;
- The FTMS routes the request to the Export Control and International Safeguards (CT) Office in DOE/Arms Control and Nonproliferation (AP) Office;
- The CT Office reviews the request and enters approval or disapproval into the FTMS;
- The CT Office then routes the request to the DOE Office of Policy (PO);
- PO reviews the request, enters approval or disapproval into the FTMS, and routes the request to the appropriate Secretarial Officer;
- The Secretarial Officer reviews the request, enters approval or disapproval into the FTMS, and routes it back to the Laboratory; and
- The traveler and secretary are notified via e-mail and fax of the approval or disapproval of the request.

## **B. Vacation in Conjunction with Foreign Travel**

Vacation or side trips to be taken before the start of official travel (but in conjunction with it) may jeopardize the approval of the foreign travel. This is particularly true if the travel includes sensitive countries, sensitive subjects, or a major conference. Any vacation or side trip is best scheduled after the conclusion of official business.

**The following policy change became effective February 3, 1994. The memo which announced the change can be found in Section X of this handbook. The Administrative Manual, Section 800, will be updated accordingly.**

The maximum number of non-business days that may be taken in conjunction with a foreign trip is equal to or less than the number of days on which the employee actually conducts official Laboratory business, as indicated on the TR and the DOE Form 1512.1. Non-business days are defined as either personal (weekends) or vacation days on which official business, as identified on the TR and the DOE form 1512.1, is not being conducted. For example, if official business is five days, then the maximum number of non-business days permitted in conjunction with official business is five days. Travel days (en route, arrival, and return) are counted as neither business nor non-business days. Weekends will be counted as neither

business nor non-business days when they are immediately preceded or followed by a business day; however, the traveler will remain on travel status.

If more non-business days are taken than business days, there will be no travel reimbursement for any portion of the airfare costs. In addition, if non-business (personal or vacation) days precede the official travel period, a jet-lag day will not be allowed.

For example, if official business is 10/15 through 10/18 but the departure date is 10/8 with a return date of 10/20, the calculation would be as follows. The en route day would be 10/13, the arrival day 10/14, with official business beginning 10/15. No jet-lag day would be permitted because vacation (non-business) time was taken prior to the start of official business. The required date of return would be 10/19 (the day immediately following the last day of official business). The traveler would be shown on non-business (vacation or personal time) 10/8 through 10/12 and 10/20. Therefore, the total official business days would be four (10/15 through 10/18). The total non-business days add up to six (10/8 through 10/12 and 10/20). Non-business days (six) exceed official business days (four).

### **C. Jet-Lag Day**

A maximum of three days are reimbursable before the date of actual official business. They are one day en route, the arrival day, and one jet-lag day only when the flight is scheduled to arrive at the traveler's first business point after 12:00 noon local time. When non-business days (personal or vacation) are taken, scheduled air time is allowed immediately before and/or after official business days. The remaining days are charged to non-business (personal or vacation) time. If the traveler takes vacation or personal time before the actual official business date (as shown on the TR and the DOE Form 1512.1), then the traveler is not eligible for a jet-lag day. If Friday or Monday are official business days, the employee will remain on travel status during the weekend. The weekend days will count as neither business nor non-business days.

For example, if the official business is Monday (10/15) through Friday (10/19), the en route day would be Friday (10/12), the arrival day would be Saturday (10/13) and the jet lag day (for flight arrival after 12:00 noon) would be Sunday (10/14). In addition, because official business ends on Friday (10/19) Laboratory policy requires the traveler to return to the U.S. on Saturday (10/20). If the traveler chooses to return on Monday (10/22), then both Sunday (10/21) and Monday (10/22) will be considered non-business days (which will be shown as a personal and then a vacation day respectively for Payroll time reporting).

**NOTE: While on vacation status, foreign travel which is funded by outside organizations requires prior approval from Laboratory Legal Counsel. A Laboratory Form 701 (Outside Activity Permission Request Form) must be completed. Detailed guidance regarding Outside Employment is available in the Administrative Manual, Section 716.**

## **D. Laboratory-Approved Foreign Travel**

The Laboratory Director has the authority to approve foreign travel internally for the Defense Programs and the Energy Research Program if such travel meets the following criteria:

- The request is submitted in a timely manner (within the 45- or 60-day guidelines as discussed in Section IV).
- The travel is not to a sensitive country and it does not involve sensitive topics.
- The conference that will be attended is not a major one.
- The travel is being funded entirely (both salary and travel costs) by reimbursable funds and travel is considered as “unofficial DOE travel.” See Section III, Part C.3 for more information.

Apart from the criteria mentioned above, travel for the Energy Research Program must meet one more criterion:

- Business will be conducted for less than eight weeks in any one location.

When the criteria listed above are met, the Travel Team enters an information copy of DOE Form 1512.1 into the FTMS. DOE has 10 calendar days to review the trip and express concerns, as necessary. If DOE does not express any objections within the 10-day period, the Laboratory can approve the trip by default.

**NOTE: The situations presented above are the only ones in which foreign travel can be approved by the Laboratory Director.**

## **E. Embassy Approval of Policy-Related Foreign Travel**

The Department of State (DOS) requires formal cable notification to the Embassy, Consulate, or Mission for all official foreign travel by Laboratory employees, especially for, but not limited to, trips involving policy matters with most foreign

governments. Generally, technical collaboration on an experiment or efforts to establish such collaborations are usually not policy related nor is attendance at most conferences where strictly scientific sessions are held. The Director or his/her designee and his/her staff can provide guidance, if needed, regarding what is or is not a policy related issue.

Travel to sensitive countries, such as Russia, China, and Brazil will, under all circumstances, require Embassy clearance. Cables must be received by the U.S. posts at least seven days in advance of the travel, to enable them to give country clearance or to respond otherwise. The DOE Office of Policy (PO) arranges for these cables, given sufficient notice. Airline tickets and/or travel advances cannot be issued to travelers until country clearance, when required, and initial DOE approvals have been provided.

Should a cable not be needed, some U.S. Embassies must still be notified in advance of any DOE sponsored official foreign travel.

## **SECTION VI**

### **THE TRAVEL EXPENSE WORKSHEET**

Within 15 days of completing their travel, employees must submit the following to the Foreign Travel Section of the Travel Team for claims processing and reimbursement:

- A signed Travel Expense Worksheet (Laboratory Form 1127, sample provided in Section X);
- The actual detailed itinerary (a worksheet is provided with the pre-trip cost estimate package);
- The official business days and times (official business includes only time spent conducting business, not travel time);

The original receipts for any expense over \$25.00 (i.e., airline passenger coupon, rental car receipt, hotel bill, receipts for gasoline, parking, etc.); and

- Itemization of local transportation, if no receipts available.

Additionally, travelers must provide the Travel Team with:

- The average exchange rate that was in effect at the time of travel (or exchange receipts);
- Explanations of receipts written in a foreign language to ensure accurate interpretation of bills submitted for reimbursement; and
- An itemized list of phone calls showing the party called, date, place, and purpose of the call for claimed telephone charges (only business-related phone calls are reimbursed).

Claims will be processed in accordance with Laboratory policy, usually within two weeks of receipt by the Travel Team. Incomplete Travel Expense Worksheets or missing receipts could delay full reimbursement for the trip.

#### **A. Reimbursable Costs**

Foreign travel should include reimbursement for only the business and travel days necessary for the Laboratory to make the best use of available funds and keep costs to a minimum. The following Laboratory policies refer to reimbursable costs:

## 1. Travel Status

Employees' travel status shall be based on reasonable air schedules (departure immediately before and return immediately after the official business is conducted) and as determined by the Travel Team. The Laboratory does not subsidize side trips or delays en route resulting from personal or vacation (non-business) time.

Employees' attendance should indicate travel time immediately before official business starts and immediately after official business is concluded. Travel on any other days should be reflected as personal or vacation (non-business) time. Additional guidance is provided in Section V, Parts B and C of this handbook.

## 2. Tickets and Air Carriers

Regardless of whether the airline ticket is bought in-house or from an outside travel agency, the Laboratory shall reimburse the traveler for the lesser of the following airfares:

- the least expensive airfare, published in the airline tariff and as quoted by the Travel Team, that is appropriate to the official business location, dates, and times; or
- the actual airfare paid by the traveler.

**NOTE: The Laboratory does not permit exceptions to the aforementioned policy.**

In order to obtain ticket reimbursement, travelers must submit the original passenger coupon of the airline ticket, regardless of where the ticket was issued (by the Laboratory or by a travel agency). Copies are not acceptable.

Fare quotes, which are done by Travel when the Foreign Travel Package is submitted, will be based on the lowest available fares, not on non-refundable fares. **This quote represents the maximum airfare reimbursement allowed for the official business dates and cities.** This information is provided to the traveler on the Cost Estimate Worksheet. Detailed guidance is provided in Section IV, Part C.2.

DOE and the Laboratory require travelers to use U.S. air carriers, when such carriers are available. (See AM 811.18-19 for details.)



### **3. Revisions to Itineraries**

If travelers have to make changes to their itineraries after the Travel Request has been submitted to the Travel Team, it is the traveler's responsibility to submit a revised Travel Request and, if the change results in a major revision, a revised Form 1512.1 (please refer to Section IV, Part B.6.b) to the Foreign Travel Section, which will revise the fare quote accordingly.

### **4. Advances for Foreign Travel**

Advances for foreign travel (that is, cash advances and airline tickets) are issued no more than 10 days before the departure date by the Cashiering Section in the Travel Team. Normally, advances will not be issued prior to final DOE approval of the trip. For additional information, please see Section V, Parts E and F of this handbook.

### **5. Incidental Travel Expenses**

According to Section 806 of the Administrative Manual (AM 806), incidental travel expenses include the following:

- local transportation fares,
- airport parking,
- official telephone calls,
- cost for traveler's and cashier's checks,
- excess baggage,
- handling and checking of Laboratory equipment,
- registration fees, and
- university recruiting costs.

At the moment, the Travel Team is in the process of revising the definition of incidental expenses in AM 806 to include other costs as well, such as visa fees and departure airport taxes.

For any anticipated expenses that are outside the scope of AM 806 or if travelers face an urgent procurement need while on foreign travel, travelers need to contact appropriate Business Operations Division groups for immediate assistance.

### **6. Lodging**

For commercial lodging, reimbursement is limited to the actual lodging cost up to the State Department lodging allowance, which is issued monthly. For short-term travel (up to 30 days), the State Department supplement used will be the one for

the month in which the travel began. For extended travel, the supplement used will be the one for each month in which the travel occurred.

Under extenuating circumstances, the Travel Team Leader may approve the reimbursement of the actual lodging cost not to exceed 150 percent of the maximum Federal lodging and per diem allowance. Such exception should either be explained in detail on the Travel Expense Worksheet or requested in writing and approved by the Travel Team Leader.

For lodging with friends and relatives, reimbursement is limited to the provisions of the Laboratory policy, namely, \$20.00 for a one-night stay or a maximum of \$40.00 for two or more nights for each trip.

Albuquerque lodging is normally reimbursed if travelers are scheduled to depart on foreign travel from Albuquerque before 9:00 a.m. or if they are scheduled to arrive in Albuquerque from foreign travel after 8:00 p.m.

Lodging reimbursements for Saturdays, Sundays, and holidays will be made only if travelers conduct official business on the days immediately preceding or following the weekend or holiday.

In case travelers take vacation or personal time before or after the official business, they are required to submit hotel receipts only for the actual business days, including the lodging nights immediately before starting and after finishing the official business.

If the city in which travelers arrive is different from the one in which the official business takes place, travelers will be reimbursed for lodging at the point of official arrival (as determined by the Travel Team) only for the first night. From the second night on, reimbursement will be limited to lodging in the city where the official business is conducted.

If a traveler chooses to lodge in a city different from the city where business is conducted, and the two cities have different lodging allowances, reimbursement is limited to the lower of the two allowances.

## **7. Per Diem**

If the city in which travelers arrive is different from the one in which the official business takes place, travelers will be reimbursed for per diem at the point of official arrival (as determined by the Travel Team) only for the first day. From the second day on, reimbursement will be limited to the per diem rate in effect for the city where the official business is conducted.

Per diem reimbursement is based on the State Department supplement, which is issued monthly. For short-term travel (up to 30 days), the supplement used will be the one for the month in which the travel began. For extended travel, the supplement used will be the one for each month in which the travel occurred.

Per diem reimbursements are calculated for the city where the official business is conducted or the actual city where the traveler lodges, whichever is less.

Per diem reimbursements for Saturdays, Sundays, and holidays will be made only if travelers conduct official business on the days immediately preceding or following the weekend or holiday.

For overnight stays in Albuquerque, travelers are reimbursed a maximum of one-quarter day (6:00 p.m. – 12:00 a.m.) before departure and one-half day (12:00 a.m. – 12:00 p.m.) after arrival.

For multiple business locations, the per diem rate changes according to the location. See Section 805.10 of the Administrative Manual for details.

If meals are included in a conference or provided by visiting organizations or hosts, they must be listed on the Travel Expense Worksheet (Laboratory Form 1127) so that they can be deducted from the per diem to be reimbursed.

## **8. Rental Car**

Use of a rental car must be approved on the original TR (Laboratory Form 841). If travelers have not obtained such approval before departure, they must send to the Travel Team, upon their return, an amended TR approved by their Group and Division. To be reimbursed, travelers must submit the original rental receipt on which all charges are itemized.

It is Laboratory policy that travelers going abroad should purchase collision damage waiver (CDW) insurance. Whenever possible, travelers should use their Diner's Club card as their method of payment because Diner's Club provides travelers with worldwide coverage of up to \$25,000 for rental car collision and loss damage. If a rental car is approved for official business but is also used for personal business, reimbursement will be limited to the official business days, as determined by the Travel Team. Discounted rates obtained by the traveler will be applicable for Laboratory reimbursement.

## **9. Private Vehicle**

Only one round trip to Albuquerque is reimbursable.

Mileage reimbursement is based on the Rand McNally mileage and not on the odometer reading.

Original parking receipts are required for expenses over \$25.00.

## **B. Costs Not Reimbursed**

Laboratory travelers must be aware that the following costs cannot be reimbursed and, if incurred, will have to be covered by the travelers.

### **1. Costs Not Previously Authorized on the TR**

Items, such as rental car and registration fees, that have not been authorized on the TR will not be reimbursed.

### **2. Unapproved Foreign Travel Waiver**

If final DOE approvals have not been obtained before the scheduled departure date, and travelers wish to proceed on the trip anyway, travelers might be permitted to sign a waiver at the time they collect their tickets and cash advances. The Laboratory traveler is the only person authorized to sign this waiver. Under some circumstances, waivers will not be allowed. Detailed guidance is provided in Section V, Part F of this handbook.

## **C. Delinquent Accounts**

If the Travel Expense Worksheet is NOT received by the Travel Team within 15 days of the traveler's return, the account will be considered delinquent. The account is also considered delinquent if the traveler does not pay the balance due to the Laboratory within 30 days of the date on which the claim was processed. An employee with a delinquent travel account cannot receive a travel advance (airline ticket or cash advance) for any future trip (foreign or domestic) without prior approval from the Travel Team Leader.

## **SECTION VII**

### **FOREIGN TRAVEL TRIP REPORTS**

Trip reports enable Los Alamos travelers to communicate information received and programmatic benefits to Laboratory management and DOE. Trip reports are also key elements in justifying foreign travel activities and costs.

By signing DOE Form 1512.1 in order to request approval for official foreign travel, Laboratory employees also acknowledge their obligation to file a trip report within 30 days of their return from travel. The traveler's management is responsible for ensuring that the trip report is submitted in a timely manner. The classification review and distribution of foreign travel trip reports are the responsibility of the Classification and Sensitive Information Group in accordance with the DOE Order 1500.3. A copy of the DOE guidelines for the content and format of trip reports is available in Section 6 of the Office Procedures Manual (OPM).

If employees delay the submission of trip reports, they may forget or lose important details related to the trip and consequently diminish the value of the reports as communication tools. Even worse, by failing to submit trip reports, employees can bring the foreign travel program into disrepute. Therefore, we cannot stress sufficiently the importance of submitting trip reports and submitting them on time.

There are two types of trip reports. A sample of each is provided in Section X. They are

- Trip Reports for Foreign Travel (detailed guidance to be provided in Part A of this section); and
- Trip Reports for Joint Working Group (JOWOG) Travel (for detailed guidance, see Part B of this section).

#### **A. Guidelines for Submitting Trip Reports for Foreign Travel**

The Laboratory Form 1161 (ST-2743), Foreign Travel Trip Report Submittal (see sample form in Section X), must be filled out and sent to the Classification and Sensitive Information Group together with eight copies of the trip report, if unclassified, or five copies of the trip report, if classified. For trips involving more than one traveler, a joint trip report is preferred; each traveler should be identified by name and organization (this information is to be entered both on the Submittal Form and in the trip report itself). If trip reports are not a requirement

(for example, the report was made by State Department Cable or covered by an Agreement 4000 directive), travelers should so indicate on Form 1512.1, under Item 35 and provide the Foreign Travel Trip Report Submittal Form to the Classification and Sensitive Information Group with the explanation that a trip report was not required and the reason why.

Because DOE requires that trip reports should be received no later than 30 days after employees return from foreign travel, travelers should plan on submitting their foreign travel trip reports to the Classification and Sensitive Information Group (or to the Dynamic Experimentation Division for JOWOG travel; see Part B of this section for detailed guidance) within 25 days of their return from travel.

## **B. Guidelines for Submitting JOWOG Trip Reports**

Trip reports for visits to the UK under the US/UK Mutual Defense Agreement are to be distributed directly by the traveler. The Dynamic Experimentation Division develops these distribution procedures.

If restricted data were discussed during the meetings, send

- a transmittal letter and a trip report to

Chief, Joint Atomic Information Exchange Group (JAIEG) Attn: David Hymes (for Sara Smith) 6801 Telegraph Rd. Alexandria, VA 22310-3398
--

- copies of the transmittal letter and the trip report to

**(Classified Mail)**  
US Department of Energy  
Attn: John J. Fogarty, DP-272  
P.O. Box A  
Germantown, MD 20874

**OR**

**(Unclassified Mail)**  
Mr. John Fogarty, DP-272  
US Department of Energy  
Washington, DC 20585

- two copies of the transmittal letter and one copy of the trip report to CRM at MS A150, and
- copies of the transmittal letter to

The Foreign Travel Section of the Travel Team, MS P234 and to  
The Dynamic Experimentation Division, MS P915.

If no restricted data were discussed during the meetings, eliminate the requirements to JAEIG, but follow all the other instructions for distribution.

Travelers going to JOWOG meetings must prepare a Summary for JOWOG Trip Report. Section X includes a copy of that form. The VISAM number and the JOWOG number must be marked on the form. For trips involving more than one traveler, a joint report should be submitted. Please remember to identify each traveler by name and organization.

If a JOWOG meeting is combined with other foreign travel (for example, travel to other European countries), follow the normal rules for the non-JOWOG portion of the trip. See Section VI, Part A for detailed guidance on regular foreign travel trip reports. Therefore, in addition to the trip report and letter of transmittal specified above for JOWOG related foreign travel, a separate Foreign Travel Trip Report Submittal (Laboratory Form 1161) should be completed and another trip report for the non-JOWOG countries involved should be written.

### **C. Delinquency Notice**

Those employees who have not submitted their trip reports (for regular foreign travel and/or JOWOG travel) within 30 days from their date of return from travel will be considered delinquent.

- The travel system will temporarily inhibit the input of Travel Requests (TRs) for future domestic or foreign travel if a traveler has not submitted the trip report.
- Employees will be accordingly notified in writing by the Travel Team about outstanding trip reports on a monthly basis. A sample of the delinquency notice can be found in Section X.
- In the event that a traveler has an outstanding trip report but must go on travel, the traveler may contact the Travel Team at 7-2811 for assistance.

## **SECTION VIII**

### **CANCELLED TRIPS**

If a trip is cancelled, the Foreign Travel Section of the Travel Team must be notified in writing immediately (MS P234). If travelers obtained airline reservations through the Reservations Section of the Travel Team, they need to cancel those reservations by calling 5-3510.

If DOE cancels the trip, travelers will not be held responsible for costs they have already incurred, such as airline tickets (if the Laboratory has made the reservations), registration fees, and passport or visa expenses.



## SECTION IX

### FOREIGN TRAVEL CONTACTS AT LOS ALAMOS

The organizations listed below can be contacted with specific questions related to the process of foreign travel requests and approval.

<u>Organization</u>	<u>Phone Number</u>	<u>Area of Expertise</u>
The Foreign Travel Section of the Travel Team	667-2811	General procedures, Form 1512.1, cost estimates, and reimbursements
Travel Provider Services	667-0181	Trip report delinquencies
The Program Director of Science and Technology Base Programs	665-8108	Foreign travel projections, quotas, FTMS OPOC, approvals/disapprovals, trip status, determination notifications and policy-related issues
The Facilities, Security and Safeguards Division	667-0077	Sensitive travel
The Dynamic Experimentation Division	665-6277	JOWOG travel
The Classification and Sensitive Information Group	667-5011	Trip reports for foreign travel (except for JOWOG travel)

## SECTION X

### SAMPLE LABORATORY AND DOE FORMS AND INSTRUCTIONS

Below is a list of the sample Laboratory and DOE forms and instructions included in this section.

<b><u>DOCUMENT NAME</u></b>	<b><u>PAGE</u></b>
DOE Form 1512.1 (Request for Approval of Foreign Travel) . . . . .	X-1
Travel Request (TR, Laboratory Form 841) . . . . .	X-7
Travel Expense Worksheet (Laboratory Form 1127) . . . . .	X-9
Foreign Travel Cost Estimate Form . . . . .	X-11
Sample Detailed Itinerary - Worksheet . . . . .	X-13
Foreign Travel Trip Report Submittal (Laboratory Form 1161) . . . . .	X-15
Summary For JOWOG Trip Report . . . . .	X-17
Budgeted Collections Memo . . . . .	X-19
DOE Security Analysis of Proposed Travel to Sensitive Countries (DOE Form 1512.3) . . . . .	X-21
DOE Primary Purpose Codes . . . . .	X-23
DOE Primary Topic Codes . . . . .	X-25
DOE Sensitive Country Listing . . . . .	X-29
DOE Sensitive Topics Listing . . . . .	X-31
Foreign Travel Fare Quote Memo . . . . .	X-33
Foreign Travel Trip Report Delinquency Notice . . . . .	X-35
Outside Activity Permission Request (Laboratory Form 701) . . . . .	X-37

Request For Approval of Official Foreign Travel (NRC Form 445) . . . . .	X-39
DOE Request For Visit or Access Approval (DOE Form 5631.20) . . . . .	X-43
10-Point Criteria For EM (Environmental Waste) Foreign Travel . . . . .	X-45
Nine Criteria For RW (Civilian Radioactive Waste Management) Foreign Travel . . . . .	X-47
Revised Laboratory Foreign Travel Policy Memo . . . . .	X-49
Business Versus Non-Business Days Worksheet . . . . .	X-51

## **Instructions for DOE F1512.1**

### **Request for Approval of Foreign Travel**

#### **Part A. Traveler/Trip Information**

##### **Section I. Traveler Information**

1. Name -- Enter the complete name of the traveler. If no middle name, indicate NMN.
2. Social Security Number -- Enter the traveler's social security number (SSN). Travelers without a SSN should enter 000-00-0000.
3. Birth Date -- Enter the day, month and year of birth of the traveler. Example: 16 June 1944. All dates should be entered in this format.
4. Birthplace -- Enter the city and state where the traveler was born. If foreign born enter the city and country.
5. Citizenship -- Enter the country name. If the traveler has dual citizenship enter both countries.
6. DOE Facility -- Enter the name of the DOE facility/organization to which the traveler is assigned. For Los Alamos travelers, the DOE facility/organization is LN.
7. DOE, Contractor, University, Other -- Check the appropriate box. Employees of government-owned facilities managed by a university should check contractor. For non-DOE employees, enter the name of your employer.
8. Employment Address -- Enter the address where the traveler works.
9. Work Telephone/Home Telephone -- Enter the traveler's work and home telephone numbers.
10. Division/Department -- Enter the name of the traveler's office, division or department where employed.
11. Contract Number -- If applicable, enter the traveler's contract identification number as it appears on the contracting document.

12. Position Title/Field -- Enter the traveler's title and any technical field of expertise which could support the justification for the trip. Example: Director, Lawrence Berkeley Lab, Nuclear Physicist.

### **Section Ia. For Sensitive Travel Only.**

(Use this section **ONLY** if a country to be traveled to is sensitive or when items #21 and #22 are marked "Yes.")

13. If the traveler currently has a DOE security clearance or has held a security clearance within the last five years, enter an "X" in the YES block. If not, mark the NO block. If YES, provide information on the level of classified information accessed. This information is required regardless of whether such information will be discussed on this particular trip.
14. Relatives Living in Sensitive Countries -- If the traveler has held a DOE security clearance in the last five years, information about ALL relatives, within three generations including in-laws, living in sensitive countries is required. Enter the name, relationship to the traveler, country of citizenship and city and country of residence. This information is required regardless of whether the relative's country of residence is visited on this particular trip.

### **Section II. Travel Itinerary.**

(The Itinerary section accounts for all time and destinations of the foreign travel.)

15. Itinerary Number and Destination -- Enter "1" for the first itinerary number. In addition enter the city and country associated with the first destination. Enter "2" for the second itinerary number and enter the city and country associated with the second destination. Continue to complete an itinerary number and city/country destination for all official travel destinations.

For any personal or leave period, enter a new itinerary number, start date in #16, end date in #17 and enter "Personal/Leave" in #19 so that all days are accounted for.

16. Start Date -- For each itinerary number, provide the start date associated with it. Enter the actual destination arrival date or the date personal or leave period begins.
17. End Date -- For each itinerary number, provide the end date associated with it. Enter the actual destination departure date, the date that official duties end or the date that personal or leave period ends.

18. Primary Topic -- For each itinerary number, provide the primary topics to be discussed. Enter the predominant topic relevant to meetings, conferences, etc.
19. Primary Purpose -- For each itinerary number, enter the primary purpose associated with it. Enter "Personal/Leave" if appropriate.
20. If travel to the destination is sanctioned or authorized by a specific international agreement, enter an "X" in the YES block. Enter the formal name of the agreement as it appears on the document. Abbreviate if necessary. If no agreement is involved, mark the NO block.
21. If travel to the destination in any way involves classified information, enter an "X" in the YES block. If not, mark the NO block.
22. If travel to the destination in any way involves sensitive topics, enter an "X" in the YES block. If not, mark the NO block.
23. Enter information that will provide details about the activities to be conducted and the need to perform travel to this destination. Include objectives, types of information to be disclosed, titles of papers and lectures. If sensitive or classified material is involved, provide further details concerning subject matter to be released in discussions, papers, lectures, etc. Example: Present published, unclassified paper on superconducting magnets. Discuss future experiments on superconducting magnets.
24. If travel to the destination is for a seminar, symposium, workshop or conference that involves three or more countries in attendance, enter an "X" in the YES block and enter the name and date of the activity to be attended. If not, mark the NO block.
25. If travel to the destination will include formal activities such as bilateral meetings, working group meetings, and steering committee meetings, enter an "X" in the YES block and enter the name of the meeting. If not, mark the NO block. Example: US-GE Bilateral Waste Management Meeting.
26. Contacts/Host -- If travel involves a host person or institution, enter name as applicable, and facility to be visited.
27. Contacts-Other -- Enter other individuals that will be contacted, their institution/organization and any facility to be visited. (If additional space is required continue on separate sheet.)

### **Section III. General Trip Information**

28. Place of Departure -- Enter the city and state from which travel originates. If travel originates from a foreign location, enter the city and country.
29. Date of Departure -- Enter the date that the traveler is to leave the place of departure.
30. Date of Return -- Enter the date that the traveler is to return to the point of origin.
31. Sponsoring Headquarters Organization -- Enter the cognizant Headquarters Departmental Element whose program is funding, approving or otherwise sponsoring the trip. This information is required for all trips.
32. Names and Organizations of Headquarters personnel with whom trip has been coordinated -- Enter the name and organization of the Headquarters individual who has been involved in the coordination of the trip. Include telephone number if available. This information is required for all trips.
33. Names and Organizations of other personnel with whom you are traveling as a team -- List individuals and their organizations. If other U.S. agencies are involved, indicate the lead agency and U.S. Chairperson.
34. Benefit to Government -- Enter the benefits to the Department, the organization, or the individual which justify the performance of this travel.
35. Comments -- Enter any relevant information which has not been provided in other sections. Identify the comment by the following categories:
  - a. Exception justification
  - b. Organization requesting exception travel
  - c. Attachments (indicate how sent and to whom)
  - d. General Comments
  - e. Place of return (if different than place of departure)

The traveler's signature and date are required.

The supervisor's signature, title, organization and date are required to indicate that he/she approves the request.

#### **Section IV. Trip Funding**

36. B&R Code --Enter the appropriate Budget and Reporting Code to which the travel will be charged. If the trip is split funded, two B&R codes and estimated amounts for each are to be entered.

37. DOE Funding Organization(s) -- Enter all Headquarters Departmental Elements (HDE) providing DOE funding.
38. Non-DOE Funding Source -- Enter the name of any Federal agency or department, foreign government, organization, association, etc., funding any portion of the travel.
39. Transportation Cost to DOE -- Enter the estimated transportation costs for the travel to the nearest dollar.
40. Per Diem and Miscellaneous Cost to DOE -- Enter the estimated per diem and miscellaneous costs for the trip to the nearest dollar.
41. Total Cost to DOE -- Add up the total of blocks 39 and 40 and enter that amount in this block.
42. Non-DOE Funding Amount -- Enter the estimated amount to be funded from Non-DOE sources to the nearest dollar.
43. Total Cost of Trip -- Add up the total of blocks 41 and 42 and enter that amount in this block.

The signature, title, organization and date of the individual certifying that funds are available to perform the travel will be entered in the space provided.

## **PART B. Reviews and Approvals**

Required approvals as prescribed by DOE 1500.3, Foreign Travel Authorization, are to be entered in Part B.

1. Local Review -- Information about the official requesting approval at the local site where travel is originating should appear in this space.
2. Other Reviews -- Any additional reviews which must be made to request approval should appear in this space. If required, these reviews could include an area office, energy technology center, operations office, etc.
3. Sensitive Travel -- Information about the official performing local security review should appear in this space.

Other Security Review -- Information about any additional individuals reviewing for security concerns should appear in this space.



#### 4. Headquarters Review

Director, Program Division or Office -- If Headquarters review is required by the Sponsoring HDE, information about the official whose program is sponsoring the trip should appear in this space.

Office of International Affairs -- Information about the official providing the determination should appear in this space.

Office of Classification and Technology Policy -- Information about the official providing the determination on sensitive travel should appear in this space.

#### 5. Approval -- Information about the Secretarial Officer, Operations Office Manager, Laboratory Director or other designee who is authorized as the final approval for the trip should appear in this space.

## SECTION XI

### GLOSSARY OF TERMS

AM	Abbreviation for Administrative Manual.
AP Office	Arms Control and Nonproliferation Office.
B&R	Abbreviation for Budget and Reporting code.
CDW	Abbreviation for "collision damage waiver."
CT Office	Export Control and International Safeguards Office.
DOS	Abbreviation for the Department of State.
DP	Abbreviation for Defense Programs.
FMIS	Abbreviation for Laboratory Financial Management Information System
Form 1512.1	The DOE form used to request approval of foreign travel.
Form 1512.3	The DOE form prepared by the Internal Security Office and used process approval of sensitive foreign travel.
FTMS	Abbreviation for the Foreign Travel Management System, which is a computer-based data management system for the review and approval of foreign travel requests. It links DOE Headquarters with major field offices and the national laboratories. The FTMS is the only channel used for the approval of requests for official foreign travel. The FTMS manager is located in the Office of the Assistant Secretary for Domestic and International Energy Policy.
International Conference	A scheduled conference, symposium, workshop, or event involving representation from three or more nations.
JAIEG	Acronym for Joint Atomic Information Exchange Group.
Jet-Lag Day	The day after arrival at a foreign destination, permitted only if flight arrival at first official business point is after 12:00 noon), for rest and acclimation prior to the start of official business.

JOWOG	Acronym for Joint Working Group.
Late Request	A request that has been submitted too late to allow compliance with the submission requirements. For DOE-funded travel, a late request is one entered into the FTMS less than 30 or 45 calendar days before departure (for non-sensitive and sensitive travel, respectively). For travel funded by reimbursable programs, a late request is one received by Travel less than 15 calendar days before departure. For more information read Section IV, Part E of this handbook.
LDRD	Abbreviation for Laboratory-Directed Research and Development.
Major International Conference	A scheduled conference, symposium, workshop, or event involving representation from three or more nations. It is attended by 10 or more DOE-funded participants on official foreign travel.
Major Revision	A substantial change to the information originally submitted on DOE Form 1512.1. Major revisions must be approved by the appropriate Division Director and they must be reviewed and processed by Travel. Major revisions must be entered into the FTMS and forwarded to DOE program offices for approval before the traveler's departure. A detailed discussion of major revisions is provided in Section IV, Part B.6.b of this handbook.
Minor Revisions	A small change in the information originally submitted on Form 1512.1. Minor revisions require only Laboratory review and approval. They are not sent to DOE program offices, but are archived. For a detailed discussion of minor revisions, see Section IV, Part B.6.a of the handbook.
NRC	An acronym for Nuclear Regulatory Commission.
OCRWM	Abbreviation for Office of Civilian Radioactive Waste Management.
Official	According to DOE, any foreign travel covered entirely or in part by DOE funds is official travel. When a trip involves an ongoing DOE program, although it is not necessarily funded by DOE and/or Los Alamos, it qualifies as official travel. Foreign travel supported by reimbursable programs is not included in this definition.  Exception: Travel to Canada is considered non-foreign travel.

According to the Laboratory, foreign travel is official travel when it is supported by Los Alamos funds

PO Assistant Secretary for DOE Office of Policy.

RW Abbreviation for DOE Radioactive Waste Program Office.

Sensitive Country A country to which particular consideration is given during the DOE internal review and approval process. For a list of sensitive countries, see Section X of this handbook. Countries may appear on this list for reasons of national security, nuclear proliferation, regional instability, or terrorism support.

Sensitive Official Travel Official travel to a sensitive country or to any country if a sensitive topic will be discussed. (See Section X, DOE and Laboratory Sample Forms and Instructions for a list of sensitive topics.) This travel does not relate directly to an existing Mutual Defense Agreement between the United States and the country to be visited.

Sensitive Topic A technical topic for discussion in an international meeting and to which particular consideration is given during the DOE internal review and approval process. For a full list of sensitive topics, see Section X, DOE and Laboratory Sample Forms and Instructions, of this handbook. The list identifies sensitive topics related to nuclear weapons, the prevention of the proliferation of nuclear weapons, and other sensitive topics.

Sensitive Unofficial Travel Travel to a sensitive country by individuals who are holding or have held, within the past five years, a DOE authorization of Travel access. This travel is not entered into the FTMS unless it is in conjunction with official travel.

Travel Funded by Reimbursable Programs Travel in which the employee's salary and the travel costs are supported by reimbursable funds.

Travel Advisory A notice promulgated by the Department of State advising of risks or potential difficulties that might be encountered when traveling to certain foreign areas.

TR Abbreviation for the Travel Request, Laboratory Form 841.

Unapproved Travel	Travel for which a request has been submitted, but the Travel Request has not received final review and approval by DOE. If the request was late, lack of DOE approval can interfere with departures. The Travel Team tracks the status of late requests.
Unofficial Foreign	Travel in which no Laboratory funds are involved; if an outside organization supports the travel, the employee must have Travel completed Form 701, Outside Activity Permission Request, and obtained Laboratory approval for the request. It can also be travel while the employee is on vacation (or non-salary status) because the discussions held with a foreign organization the employee happens to visit relate to an ongoing DOE. In this case, DOE approval must be obtained for the unofficial travel portion of the trip.
VISAM	Acronym for visit by American to the United Kingdom (see JOWOG Travel Package, Section IV, Part D.2 for detailed guidance).
Waiver	A document signed by travelers in order to indicate their acknowledgment that approval for the trip has not been received from DOE. (See Section V, Part E for detailed guidance.)
Work for Others	A traveler is considered on work-for-others when the work is not funded by DOE appropriations and when the work is not related to an ongoing or planned DOE project. Also known as foreign travel funded by reimbursable programs. A detailed discussion is provided in Section III, Part C.2.

**Department of Energy**  
**Foreign Travel Management System**

**Primary Purpose Codes**

<b><u>Code</u></b>	<b><u>Name</u></b>
<b>1</b>	<b>Site Visit</b>
<b>2</b>	<b>Information Meeting</b>
<b>3</b>	<b>Speech or Presentation</b>
<b>4</b>	<b>Conference Attendance</b>
<b>5</b>	<b>Training/Assignment</b>
<b>6</b>	<b>Policy</b>
<b>7</b>	<b>Invitational</b>
<b>8</b>	<b>Personal/Leave</b>
<b>9</b>	<b>Other</b>
<b>10</b>	<b>Commercial/Contractor SVCS - (VAMS Only)</b>
<b>11</b>	<b>Tour - (VAMS Use Only)</b>
<b>12</b>	<b>Employee (VAMS Use Only)</b>
<b>13</b>	<b>Experiment</b>
<b>14</b>	<b>Research</b>

**Department of Energy**  
**Foreign Travel Management System**

**Primary Topic Codes**

330000	Advanced Automotive Propulsion Systems
553000	Agriculture
400100	Analytical and Separations Chemistry
350000	Arms Control and Verification Technology
640100	Astrophysics and Cosmology
640200	Atmospheric Physics
640300	Atomic, Molecular and Chemical Physics
250900	Batteries
560300	Biological Chemical Effects
560100	Biological Radiation Effects
560200	Biological Thermal Effects
560000	Biomedical Sciences, Applied Studies
550000	Biomedical Sciences, Basic Studies
250400	Capacitor Banks
360200	Ceramics, Cermets, and Refractories
250800	Chemical
450100	Chemical Explosives
10000	Coal and Coal Products
400800	Combustion, Pyrolysis, and High-Temperature Chemistry
360300	Composite Materials
656000	Condensed Matter Physics
220400	Control Systems
430100	Design, Development, and Operation
300000	Direct Energy Conversion
300200	EHD Generators
200000	Electric Power Engineering
420800	Electronic Circuits and Devices
320000	Energy Conservation, Consumption, and Utilization
290000	Energy Planning and Policy
250000	Energy Storage
420000	Engineering
530000	Environmental - Social Aspects of Energy Technologies
520000	Environmental Sciences, Aquatic
500000	Environmental Sciences, Atmospheric
510000	Environmental Sciences, Terrestrial
450300	Explosion Detection
450000	Explosions and Explosives
420200	Facilities and Equipment
50400	Feed Processing
640400	Fluid Physics
250500	Flywheels

300500	Fuel Cells
220300	Fuel Elements
50700	Fuels Production and Property
700000	Fusion Energy
700200	Fusion Power Plant Technology
990000	General and Miscellaneous
400000	General Chemistry
360000	General Materials Sciences
640000	General Physics
580000	Geosciences
150000	Geothermal Energy
570000	Health and Safety
645000	High Energy Physics
130000	Hydro Energy
80000	Hydrogen Fuels
400200	Inorganic, Organic, and Physical Chemistry
440000	Instrumentation
70000	Isotope and Radiation Source Technology
70300	Isotopic Power Supplies
420300	Lasers
250100	Magnetic
420500	Materials Testing
990200	Mathematics and Computers
550600	Medicine
360100	Metals and Alloys
300100	MHD Generators
300800	Miscellaneous Converters
440300	Miscellaneous Instruments
3000	Natural Gas
70400	Non-Ionizing Radiation Sources
450200	Nuclear Explosives
50000	Nuclear Fuels
651000	Nuclear Physics
210000	Nuclear Power Plants
70200	Nuclear Radiation Sources
220000	Nuclear Reactor Technology
40000	Oil Shales and Tar Sands
400300	Organic Chemistry
90000	Other Synthetic and Natural Fuels
430000	Particle Accelerators
2000	Petroleum
70100	Physical Isotope Separation
700100	Plasma Research
220700	Plutonium and Isotope Production Reactors
424000	Pollution Control Equipment
210600	Power Reactors, Auxiliary, Mobile, Package, and Transportable
210500	Power Reactors, Breeding
210300	Power Reactors, Non-Breeding, Graphite Moderated
210100	Power Reactors, Non-Breeding, Light-Water Moderated, Boiling Water Cooled
210200	Power Reactors, Non-Breeding, Light-Water Moderated, Non-Boiling Water Cooled
210400	Power Reactors, Non-Breeding, Otherwise Moderated or Unmoderated



220800	Propulsion
654000	Radiation and Shielding Physics
400600	Radiation Chemistry
440200	Radiation Effects on Instrument Components, Instruments, or Electronic Systems
440100	Radiation Instrumentation
400700	Radiochemistry and Nuclear Chemistry
220900	Reactor Safety
220600	Research, Test, and Experimental Reactors
055000	Safeguards
140000	Solar Energy
140500	Solar Energy Conversion
50800	Spent Fuels Reprocessing
656100	Superconductivity
250600	Thermal
300400	Thermionic Converters
300300	Thermoelectric Generators
160000	Tidal and Wave Power
422000	Underground Engineering
50500	Uranium Enrichment
52000	Waste Management (Nuclear Fuels)
170000	Wind Energy

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